

# Continuing Professional Development (CPD) Program

## How to Enter CPD Credits into APEGS Central

# What are my annual obligations?



Create a CPD Plan



Earn the minimum number of credits



Obtain credits in the minimum number of activity categories



Obtain 1 hour of verifiable ethics training



Record your CPD activity online

# What are my credit requirements?

## Annual Requirements for the CPD Program\*

	Credit requirement	Minimum number of activity categories required	Annual ethics component required?	Annual reporting of CPD credits required?
Members-in-Training	80	3	Yes	Yes
Professional Members	80	3	Yes	Yes
Licensees	80	3	Yes	Yes
Licence Waiver Holders	30	2	Yes	Yes
Temporary Licensees	Not applicable			
Life Members	Not applicable			
Applicants	Not applicable			

\*as per Table 4 in the [CPD Program Document](#)

\*For members joining part-way through the year or members working part-time, see the next slide.

# How do I prorate credits?

CPD Credit Requirements for New Members & Members whose License Status Changed During the Year

Number of months as an APEGS member	Licensed Members	Licence Waiver Holders*
12 months	80	30*
11 months	73	28*
10 months	67	25*
9 months	60	23*
8 months	53	20*
7 months	47	18*
6 months	40	15*
5 months	33	13*
4 months	27*	10*
3 months	20*	8*
2 months	13**	5**
1 month	Verifiable ethics training (1 Formal Activity credit)	

As per Table 6 in the [CPD Program Document](#)

\* Credits required from only two activity categories.

\*\* Credit required from only one activity category.

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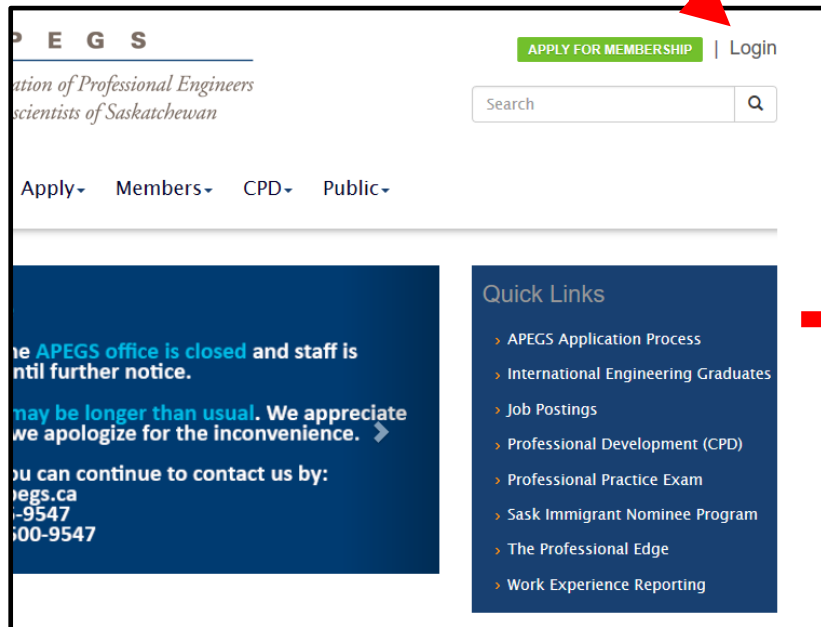
# How to enter credits online

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# 1. Log into APEGS Central

Email/User ID = Your Member Number (5 digits)

Password = Your chosen password



The screenshot shows the APEGS login form. It includes the APEGS logo and the text 'Association of Professional Engineers & Geoscientists of Saskatchewan'. The form has two input fields: 'Email/User ID' and 'Password'. Below these fields are a 'Remember Me?' checkbox, a 'Sign in' button, and a 'Forgot your password?' link.

www.apegs.ca

## 2. Select CPD from the Shortcuts Menu

The screenshot displays the APEGS Central website interface. On the left, a sidebar contains a 'Shortcuts' menu with the following items: Home, My Profile, Contact Information, Invoice, CPD, and Applications. A red arrow points to the 'CPD' item. The main content area features a banner with the APEGS logo and the text 'Welcome to APEGS Central - launched October 19, 2018!'. Below the banner, there is a section titled '2020 Renewals - Reinstatement is now required' with a '152d' indicator. The right sidebar shows 'Your CPD Quick Stats' with a pie chart indicating 77 Not Achieved and 3 Achieved for the year 2020. A 'Preferred Contact Info' section is also visible at the bottom right.

*Achieving a safe and prosperous future through engineering and geoscience*

**APEGS**  
Association of Professional Engineers & Geoscientists of Saskatchewan

Welcome to APEGS Central - launched October 19, 2018! [Read More](#)

**Shortcuts**

- Home
- My Profile
- Contact Information
- Invoice
- CPD**
- Applications

**2020 Renewals - Reinstatement is now required** 152d

Members who did not renew by the deadline of January 31 can reinstate by paying renewal fees plus the 15% reinstatement fee (plus GST). If this applies to you, you will be receiving a registered letter by February 28 that shows the total amount owing.

**Your CPD Quick Stats**

77 Not Achieved 3 Achieved

2020

Preferred Contact Info

### 3. Enter your Scope of Practice

- Your scope of practice is a self-declared, high-level description of the type of engineering or geoscience that you do.
- For more information, please refer to Section 2.2 and Appendix B in the [CPD Program Document](#).
- You can modify your scope of practice at any time.

Continuing Professional Development

Add New

CPD credits are reported annually by calendar year (January to December) and you report for the current calendar year. For example, you would report your 2017 credit by January 31, 2018. If you have earned credits in excess of the annual category maximum, you can bank them for two years. Banked credits should only be reported in the year they are claimed.

Scope of Practice

If you are an Engineering or Geoscience Licensee, or have Permission to Consult, your CPD Scope of Practice must be the same as your assigned Field of Practice. Refer to APEGS Central, My Profile page.

Edit

Geology: Mineral Exploration.

2020

Edit

80

2019

Edit

80



## 4. Create a record for the year by selecting the “Add New” button

### Continuing Professional Development

Add New

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#### Scope of Practice

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Edit

Geology: Mineral Exploration.

2020

80

Edit Trash

2019

80

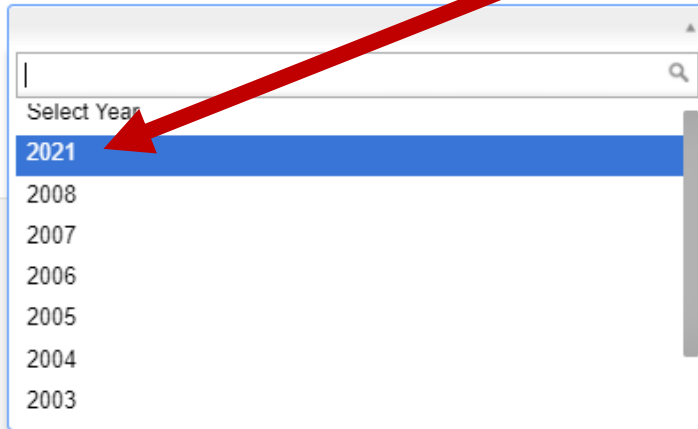
Edit Trash

## 5. On the next screen, select the desired year from the drop-down list

### Continuing Professional Development / Annual Activity Category Summary

Enter credits for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in order for you to enter values. Enter integers only, no decimals (round to the nearest whole number)

Year



Select Year

2021

2008

2007

2006

2005

2004

2003

Note - If you do not see your desired year in the drop-down list, this means that a record for that year already exists. To access that record, go back one screen and click the “Edit” button located under that year’s title.

## 6. Enter your credits, then click “Save”

**Continuing Professional Development / Annual Activity Category Summary**

Enter credits for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in decimals (round to the nearest whole number)

Year:

☐ Reporting Elsewhere

Category	Credits	Max
<input checked="" type="checkbox"/> Ethics Training	<input type="text" value="20"/>	max 50
<input type="checkbox"/> Professional Practice	<input type="text" value="9"/>	max 30
<input type="checkbox"/> Formal Activity	<input type="text" value="30"/>	max 30
<input type="checkbox"/> Informal Activity	<input type="text" value="20"/>	max 20
<input type="checkbox"/> Participation	<input type="text" value="1"/>	max 20
<input type="checkbox"/> Presentations	<input type="text" value=""/>	max 30
<input type="checkbox"/> Contributions to Knowledge		
<b>Total</b>	<b>80</b>	

i) When you complete your ethics training for the year, check the “Ethics Training” box. The time spent doing this training can also be counted under the Formal Activity category.

ii) Enter your credit summaries

a. Each category has a limit on how many credits can be claimed per year. They are listed beside the text boxes.

b. Only report your minimum credit requirement and track all excess earned credits offline. These banked credits can be claimed at any time within the next 2 years.

c. Once credits are entered online, they will be considered claimed credits.

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# How to edit records

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# To edit a specific year's record, click the "Edit" button on the CPD Summary Page

## Continuing Professional Development

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### Scope of Practice

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Edit

Geology: Mineral Exploration.

2020

Edit

80

2019

Edit

80

Note: You cannot move to another year's record from this screen. You need to go back to the Summary page to access another year's record.

## Continuing Professional Development / Annual Activity Category Summary

Enter credits for a specific year. First, select the desired year, then the details for that year will show here in Section 2 in decimals (round to the nearest whole number)

Year

2020

☐ Reporting Elsewhere

Save

Cancel

### Category

Credits

☒ Ethics Training

☐

☒ Professional Practice

38

max 50

☒ Formal Activity

4

max 30

☒ Informal Activity

4

max 30

# What do I do with my supporting documents?

- Keep all your detailed CPD tracking sheets, certificates, CPD Plans, etc. for at least 3 years.
- For annual reporting, you do not need to send your supporting documents to APEGS. There is also no place to upload your documents to your APEGS online profile at this time.
- Your supporting documents are to be submitted to APEGS only when requested.